

31 MAY 1995

Appendix J

SAMPLE DOD 2518
FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENTS

FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENTS		
<u>Privacy Act Statement</u>		
<u>AUTHORITY</u>	EO 9397, November 1943 (SSN)	
<u>PRINCIPAL PURPOSE(S)</u>	To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.	
<u>ROUTINE USES</u>	The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.	
<u>DISCLOSURE</u>	Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.	
SECTION I - INDIVIDUAL REQUEST (Type or print in ink)		
1. NAME (Last, first, middle initial)		2. COURSE NUMBER
SMITH, CHARLES F.		TST-201
3. COURSE TITLE		4. COURSE LEVEL (entry, intermediate, senior, etc.)
TEST & EVALUATION MANAGEMENT		SENIOR
5. STATEMENT		
I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.		
6. SIGNATURE	7. DATE SIGNED (YYMMDD)	8. SOCIAL SECURITY NUMBER
/s/	950519	123-45-6789
9. TITLE	10. SERIES	11. GRADE/RANK
Deputy Director for T&E	1515	GS-14
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL (entry, intermediate, senior, etc.)
NAVT&E 06B	Arlington, VA	SENIOR
15. DATE ENTERED CURRENT LEVEL (YYMMDD)		16. GRADE/RANK
900401		GS-14
SECTION II - SUPERVISORS RECOMMENDATION		
17. CONCURRENCE/NONCONCURRENCE (X one)		
a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I		b. DO NOT CONCUR (Return request to individual)
<input checked="" type="checkbox"/>		<input type="checkbox"/>
18. SUPERVISOR SIGNATURE	19. DATE SIGNED (YYMMDD)	20. SOCIAL SECURITY NUMBER
/s/	950522	
21. DUTY TITLE	22. OFFICE SYMBOL	23. LOCATION
Director, T&E	NAVT&E 06	Arlington, VA
SECTION III - DISPOSITION		
24. APPROVAL/DISAPPROVAL (X one)		
a. APPROVED		b. DISAPPROVED
<input checked="" type="checkbox"/>		<input type="checkbox"/>
25. SIGNATURE OF APPROVING OFFICIAL	26. DATE SIGNED (YYMMDD)	27. SOCIAL SECURITY NUMBER
/s/	950602	
28. DUTY TITLE	29. OFFICE SYMBOL	30. LOCATION
Deputy CDR, NAVT&E	NAVT&E 01	Arlington, VA

30 Form 2518, SEP 88

Previous editions are obsolete.

Appendix J to
Enclosure (1)

31 MAY 1995

General Guidance

1. Review part 2, chapter II, paragraph 8 before applying for fulfillment of a mandatory course.
2. Obtain a DD 2518 and the applicable self-assessment forms from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.
3. Complete the DD 2518 and self-assessment forms and forward to the immediate supervisor.
4. The supervisor shall review to determine whether the member demonstrates that he or she meets the competencies sufficiently to forego attendance at the course. The supervisor shall concur or nonconcur in block 16 of the DD 2518 and forward the entire package to the second level supervisor or a flag or general officer or a member of the SES, whichever is lower, for approval or disapproval. (Note: first level supervisors who are flag or general officers or a member of the SES may sign as the approving official in block 23.)
5. After approval or disapproval the entire package shall be returned to the member. If approved, the member shall document the fulfillment in accordance with the procedures described in part 2, chapter II, paragraph 8e. (Note: the Navy military, Marine Corps military and DON civilian personnel data systems each has a unique course coding system. Therefore, DAU course codes must be converted to the applicable DON-unique codes. Instructions for completing and processing the DD 2518 may be obtained from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.)